Downloading Academic Reports

A MyCE Mobile App Guide

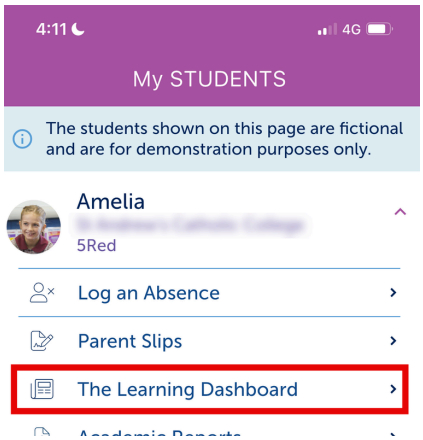
Step 1: Logging Into the Mobile App

1. **Navigate** to the Apple or Android App store and make sure you have the **latest version of MyCE Mobile App**.
2. Tap the **login** button.
3. Enter your **username** and **password**.
4. Click the **Login** button.

Make sure you have your login credentials ready. If you've forgotten your password, use the 'Forgot Password' link on the login page.

Step 2: Navigating to the Learning Dashboard

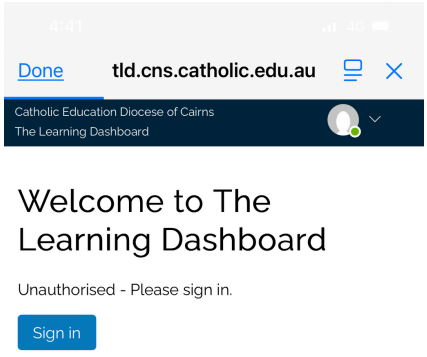
1. Navigate to the **MyStudents** Screen. Select the **student** that you wish to access reports for.
2. Once the drop down is **expanded**, select **'the Learning Dashboard'** section on the dashboard.



Step 3: Viewing the Report

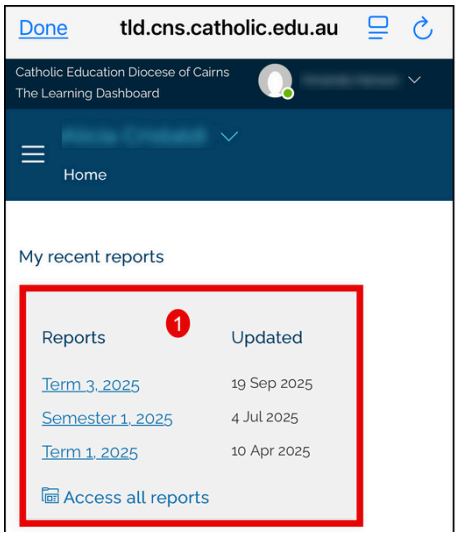
Users will be taken to the **Learning Dashboard** automatically.

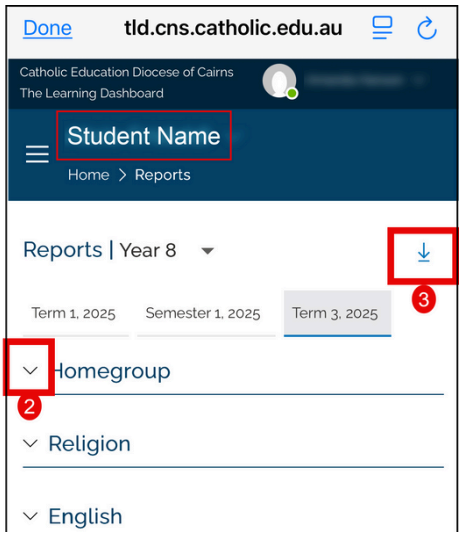
1. A **Sign in screen** will temporarily display and then **automatically** log users into the Learning Dashboard.



Step 4: Select your Report

1. Once in the Learning Dashboard, Users can **select** their preferred report.
2. Users can **select the drop down** within each subject to view further information
3. The report can be **downloaded** using the Export or Download icon.





If you encounter any issues or have questions, please contact your school for assistance.